

WILLS AND ESTATES ADMIN ASSISTANT

MCCARTER GRESPAN is the leading business law boutique firm in the Region of Waterloo. Our Firm has achieved ongoing success and rapid growth by focusing on building a team of highly skilled and experienced corporate, real estate and condominium legal specialists who are dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

We are seeking a highly organized, detail-oriented ***Administrative Assistant*** for a new position supporting our growing Wills and Estates Department. The ideal candidate is proactive, client-focused, and able to manage multiple priorities in a fast-paced environment.

Key Responsibilities

- Client communication by phone or email.
- Coordinate client onboarding.
- Schedule appointments, maintain lawyers' calendars.
- Track file progress, proactively identify next steps and flag issues or upcoming deadlines.
- Prepare and organize physical and electronic files.
- Attend client meetings to take notes and witness signatures.
- Prepare initial drafts of standard forms, letters and reports.
- Assist with coordinating and following up on requests to and from accountants, financial institutions, and trust companies.
- File original documents, update the master wills list, prepare execution copies, affidavits of execution and notarial copies.

Qualifications

- Highly organized and proactive, with exceptional interpersonal and communication skills.
- Proven attention to detail.
- Ability to manage competing deadlines and prioritize effectively.
- Professional and client-service oriented.
- Proficiency with Microsoft Office.
- 2+ years' administrative experience preferred.
- Experience in estates, legal or professional services is an asset.

Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume to:

Elaine Thomson, Manager, Legal Operations

Email: ethomson@mgbwlaw.com

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.